

# Business Office Technology - General

CERTIFICATE OF ACHIEVEMENT

## Term Effective: Fall 2006

### CORE REQUIREMENTS (for the General, Medical & Legal Certificates)

		Units
Bus. Off. Tech. 55	Machine Transcription	2
Bus. Off. Tech. 70	Business English	3
Bus. Off. Tech. 100 or 101 or 102	Beginning Typing/Keyboarding; Inter. Typing/Keyboarding; Advanced Typing/Keyboarding	3
Bus. Off. Tech. 110	Business Calculators	1
Bus. Off. Tech. 111	Business Calculator Simulations	1
Bus. Off. Tech. 120	Word Processing I on a Micro.	1.5
Bus. Off. Tech. 121	Word Processing II on a Micro.	1.5
Bus. Off. Tech. 140	Office Procedures	3
Bus. Off. Tech. 144	Records & Database Mgmt.	2
Bus. Off. Tech. 170	Written Communication for Business	3
Bus. Off. Tech. 196	Occupational Work Experience	2
Bus. Off. Tech 65	InDesign for Desktop Publishing	3
Bus. Off. Tech 122	Word Processing Simulation	1
Comp. Sci. 201	Intro. to Windows Applications	3
<b>Plus 3-4 additional units selected from the following:</b>		<b>3-4</b>
Business 108	Accounting with QuickBooks	3
Business 200	Financial Accounting	4

**Total units required for Certificate      33-34**